



# Fiscal Year 2005

## Weed and Seed Program Guide and Application Kit

### Competitive Sites

**GMS Registration Deadline:**  
September 15, 2005, 5:00 PM EST

**Application Deadline:**  
September 15, 2005, 8:00 PM EST

**U.S. Department of Justice**  
**Office of Justice Programs**  
810 Seventh Street, N.W.  
Washington, DC 20531

**Alberto R. Gonzales**  
*Attorney General*

**Tracy Henke**  
*Acting Assistant Attorney General*

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**Department of Justice Response Center:**  
1-800- 421-6770

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**Office of Justice Programs**  
**Community Capacity Development Office**  
**World Wide Web Homepage:**  
<http://www.ojp.usdoj.gov/ccdo>

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March 2005

Dear Applicant:

Enclosed is the Community Capacity Development Office's (CCDO's) FY 2005 Weed and Seed Program Guide and Application Kit for Competitive funding.

In 2005, CCDO is examining all aspects of the Weed and Seed initiative, particularly administration of our efforts at the national level relative to funding. Please review the policies in this solicitation thoroughly and use the Application Checklist and Competitive Ranking Criteria as your guides to ensure that your application includes all required information and gives you the best possible chance in the funding competition.

Weed and Seed funding recipients should carefully plan to invest those funds for maximum impact in the designated neighborhoods. The Office of Justice Programs recognizes that the funds you receive under the Weed and Seed program will never provide for all of the public safety-and community development-related needs of your sites. However, we encourage you to use the Weed and Seed application and planning process to work with your Steering Committee and coalition partners to improve collaboration, leverage other available Federal, state, and local resources, and then fill gaps in public safety related needs.

Another important focus for 2005 will be helping sites plan for sustainability. CCDO funds are intended to help communities develop sound Weed and Seed strategies, implement an effective, coordinated program, and leverage additional Federal, state, and local support to sustain your Weed and Seed program over the long term. I strongly encourage you to begin now to build this long-term capacity into your programs.

Please carefully follow the directions for applying for 2005 Weed and Seed funding. If you have questions regarding the Application Kit or the application process, please call your program manager at (202) 616-1152. **All applications must be submitted online via the Internet-based Grants Management System (GMS).** If you do not have an Internet account established, please contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.

Thank you for your continued involvement in Weed and Seed and for all you are doing to improve the safety and quality of life in your communities.

Sincerely,

Nelson Hernandez  
Director  
Community Capacity Development Office

Enclosure

cc: U.S. Attorney  
Law Enforcement Agency Partner

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The following *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* can be accessed at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm):

- A. Using the Grants Management System
- B. Program Narrative Instructions and Examples
- C. Sample Budget Detail Worksheet
- D. Sample Budget Narrative
- E. National Directory Update
- F. Sample Letter of Non-Supplanting
- G. Site Development Benchmarks
- H. "Guidelines for the evaluation of information obtained in state and national criminal background checks on potential employees and volunteers who may have access to children, the elderly, and individuals with disabilities at Weed and Seed Sites"
- I. GPRA Forms (go to [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm))

# APPLICATION CHECKLIST

**PLEASE USE THIS CHECKLIST AS A TOOL TO ENSURE THAT YOU INCLUDE ALL REQUIRED ELEMENTS IN YOUR APPLICATION.**

All applications must be submitted electronically through the Grants Management System (GMS). For further information on GMS, see "Using the Grants Management System (GMS)" in the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm) or go to the Office of Justice Programs web site: [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc\*), PDF files (\*.pdf\*), or Text Documents (\*.txt\*).

## **I Submit the following online through GMS:**

- \_\_\_\_\_ An Application for Federal Assistance (SF-424). All data fields in the electronic form must be populated.
- \_\_\_\_\_ The name of the authorizing official on the Assurances and Certifications screen. The authorizing official must review the Assurances and Certifications forms in their entirety. The authorizing official does not need to submit signed hard copies of these forms to CCDO. Click to "sign off" on these on the GMS application.
- \_\_\_\_\_ One "Budget Detail Worksheet and Budget Narrative" file.
- \_\_\_\_\_ One "Program Narrative" file that contains the following:
  - \_\_\_\_\_ A. Management Structure
  - \_\_\_\_\_ B. Nature and Extent of the Problem
  - \_\_\_\_\_ C. Scope of Work for the Next 12 Months
    - \_\_\_\_\_ (1) Official Recognition Strategy Implementation Stage
    - \_\_\_\_\_ (2) Law Enforcement
      - \_\_\_\_\_ a. Strategy Summary
      - \_\_\_\_\_ b. Goal(s)
      - \_\_\_\_\_ c. Objective(s)
      - \_\_\_\_\_ d. Activity/Task/Project(s)
      - \_\_\_\_\_ e. Implementation Plan
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      - \_\_\_\_\_ g. Funding Support
    - \_\_\_\_\_ (3) Community Oriented Policing (replicate a-g)
    - \_\_\_\_\_ (4) Prevention/Intervention/Treatment (replicate a-g)
    - \_\_\_\_\_ (5) Neighborhood Restoration (replicate a-g)
  - \_\_\_\_\_ D. The Federal Role
  - \_\_\_\_\_ E. Coordination
  - \_\_\_\_\_ F. Evaluation
  - \_\_\_\_\_ G. Sustaining Your Weed and Seed Strategy
- \_\_\_\_\_ One "Other Program Attachments" file that contains the following:
  - \_\_\_\_\_ A. Site Summary
  - \_\_\_\_\_ B. National Directory Update

Please refer to the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm), which includes detailed instructions and examples for the program narrative sections, budget detail worksheet, and budget narrative. **Applicants must follow the outlines provided.**

**II Fax the following documents to the GMS RightFax line at (202) 354-4147. You must include your GMS-assigned application number (e.g., 2005-W0001-MD-WS) on the fax cover sheet and each subsequent page of the fax for identification purposes!** If you have any of these documents electronically, please submit them online as a separate attachment.

- \_\_\_\_\_ Signed U.S. Attorney Letter of Commitment. This letter should also specify the Federal law enforcement agencies that participated in developing the site's law enforcement strategy.
- \_\_\_\_\_ Signed Letter of Non-Supplanting.
- \_\_\_\_\_ Government Performance and Results Act (GPRA) Forms.
- \_\_\_\_\_ A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s).
- \_\_\_\_\_ Signed Confidential Funds Certification, if applicable (see sample in the OJP Financial Guide, Chapter 8: Confidential Funds, at [www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#conffundscert](http://www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#conffundscert)).
- \_\_\_\_\_ Completed/signed Accounting System and Financial Capability Questionnaire, if applicable. **This form is required for all new non-profit organization applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.** (download form from [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm))

**No paper submissions of the FY 2005 funding application are required; however, all applicants need to retain at least one hard copy of the completed application in the event that portions need to be resubmitted as well as for future reference.**

Please refer to the "Using the Grants Management System (GMS)" section of the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm) for further instructions.

### **III Need Help?**

- For GMS technical assistance, call the OJP/GMS helpline at (888) 549-9901
- Consult the OJP website at <http://www.ojp.usdoj.gov/fundopps.htm>.
- Call the CCDO program manager for your site at (202) 616-1152.
- For financial management assistance, contact the Office of the Comptroller (OC) Customer Service Center at (800) 458-0786 or via e-mail at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov).



# OPERATION WEED AND SEED

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## Introduction

This document describes the program requirements and provides the information needed to apply for FY 2005 funding under Operation Weed and Seed. Administered by the Community Capacity Development Office (CCDO), Office of Justice Programs (OJP), U.S. Department of Justice, Operation Weed and Seed is a community-based initiative that encompasses an innovative and comprehensive multi-agency approach to law enforcement, crime prevention, and community revitalization.

## The Weed and Seed Strategy

Operation Weed and Seed is foremost a strategy--rather than a grant program--that aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in designated high-crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to a few square miles.

The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in “weeding out” violent crime and drug abuse; and “seeding” brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization. A community-oriented policing component bridges the weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources.

## The Role of the U.S. Attorney

The U.S. Attorney plays a central role in organizing the Steering Committee and bringing together communities with other Weed and Seed participants. The U.S. Attorney’s Office provides leadership in joint law enforcement operation planning and implementation, and ongoing involvement in the Steering Committee and other activities. The U.S. Attorney’s role includes, but is not limited to, the following: 1) convening/co-chairing the Steering Committee and overseeing the law enforcement strategy; 2) deciding whether to execute a letter of recommendation in furtherance of an application for Official Recognition of a site; 3) approving requests to use the U.S. Attorneys’ Fund for Weed and Seed activities; and 4) approving a site coordinator candidate before he/she is hired.

## Official Recognition

Official Recognition designation is the first step in the Federal Weed and Seed process. A community that is interested in becoming a Weed and Seed site must notify the U.S. Attorney's Office in its district of the intent to develop a Weed and Seed Strategy, in the form of a strategic plan for crime reduction and neighborhood revitalization, and then obtain a *Weed and Seed Implementation Manual* and the current Official Recognition Guidelines and Application. These documents can be downloaded from the OJP web site at [www.ojp.usdoj.gov/ccdo/publications.htm](http://www.ojp.usdoj.gov/ccdo/publications.htm). The U.S. Attorney, or his/her designee, can assist the prospective site with organizing a Steering Committee and planning and developing a strategic plan. The prospective site applies for Official Recognition of its Weed and Seed strategy by submitting its strategic plan – through the local U.S. Attorney’s Office – to CCDO for review and approval. The strategy must be locally driven and developed in accordance with CCDO guidelines. Benefits of Official Recognition include preference in receiving discretionary resources from participating Federal agencies; priority for participating in federally sponsored training and technical assistance; use of the official Weed and Seed logo; and eligibility to compete for Department of Justice Weed and Seed funds.

## **Maintaining Best Programs and Providing Training**

Weed and Seed Competitive Sites are offered funding to maintain their best programs so that they can improve coordination in planning and implementing their own Weed and Seed strategy and serve as examples for other sites, including those developing their strategies. However, sites are expected to develop a sustainability strategy which involves the use of other existing local, state, and/or Federal resources to maintain these best programs after the life of the grant.

Sites are encouraged to provide training for other sites in a mutually acceptable manner—through regional networking; by hosting visits by members of new and developing sites seeking training; providing personnel who provide training at regional and/or national Weed and Seed training conferences; or by hosting training conferences to which other sites will be invited. Each site also will be expected to provide training in the Weed and Seed strategy to other neighborhoods in its local area, upon request, to help those other neighborhoods to replicate the Weed and Seed strategy.

## **Achieving Efficiency and Sustainment Through Coordination With Other Resources**

Coordination of resources is an essential part of using funds efficiently and in a manner that will sustain the project for the long term, after initial, start-up funding from CCDO expires. Weed and Seed sites are encouraged to coordinate with other Department of Justice programs that may be underway in your locality, especially Project Safe Neighborhoods ([www.psn.gov/](http://www.psn.gov/)) and the Serious and Violent Offender Reentry Initiative ([www.ojp.usdoj.gov/reentry](http://www.ojp.usdoj.gov/reentry)) from the outset, and include that coordination in their Weed and Seed strategic plan. The strategic plan should also encompass related community development efforts, and Federal funding sources (e.g., Department of Justice funds, Department of Housing and Urban Development funds, Department of Health and Human Services funds, Department of Education Funds); as well as state, local, and private resources. In addition, U.S. Attorneys' offices can assist communities through "Weed and Seed" real property transfers. Coordination among Federal agencies can be facilitated through the Federal Executive Boards (web site: [www.feb.gov/](http://www.feb.gov/)). Further information on Federal agencies and their programs that may be of interest to Weed and Seed sites can be accessed at [www.whitehouse.gov/government/fbc/grants-catalog-index.html](http://www.whitehouse.gov/government/fbc/grants-catalog-index.html) and in *The Guide to Federal Resources for Weed and Seed Communities*, available on the OJP web site at [www.ojp.usdoj.gov/ccdo/whatsnew.htm](http://www.ojp.usdoj.gov/ccdo/whatsnew.htm). Further, sites are encouraged to explore other Federal resources supportive of their strategic plans through [www.grants.gov](http://www.grants.gov). Through this web site, organizations can electronically find and apply for competitive grant opportunities from all Federal grant-making agencies, and they also may register to receive email notifications of new grant postings.

# APPLICANT ELIGIBILITY AND SELECTION

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## Application Deadline

All applications must be submitted electronically through GMS. The deadline for submitting the GMS application (including GMS RightFax attachments) is September 15, 2005, 8:00PM EST. **Applicants must register in GMS no later than 5:00PM EST on September 15, 2005.**

## DUNS Number Requirement

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System or using the [government-wide electronic portal](http://Grants.gov) (Grants.gov). An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

## EEO Survey

When submitting an application via GMS, applicants will see a link to the *Survey on Ensuring Equal Opportunity for Applicants*. This survey form was created and deployed for applicants that are private, nonprofit organizations (not including private universities). The *Survey on Ensuring Equal Opportunity for Applicants* assists the Federal government in ensuring that all qualified applicants, small or large, secular or faith-based, have an equal opportunity to compete for Federal funding. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. This survey is not mandatory but organizations fitting the profile are encouraged to complete the form.

## Eligible Applicants and Review Process

Only Officially Recognized Weed and Seed Sites in good standing are eligible to apply for funding. CCDO will review applications and rank Competitive applicants according to the following criteria.

## Competitive Ranking Criteria

--**Absolute Requirements:** A) Did the U.S. Attorney sign the letter of commitment? B) Does the site have Official Recognition? **Sites not meeting the absolute requirements will not be reviewed further.** Applications for sites meeting the absolute requirement will be ranked based on the following:

--**Weighted Criteria. Scores will be used to rank sites. Sites with highest scores will be allocated funding until available funding is exhausted.**

- 1) Did the applicant submit a **complete** application that provides responses to all sections and sub-sections as outlined on the Application Checklist? 1 point
- 2) Will this site be the first or only active site in the US Attorney District? 2 points
- 3) Is the designated area within one of the following Federal, state, or local efforts: Empowerment Zone (EZ) or Enterprise Community (EC), Renewal Community, Hope VI (HUD), or Brownfields (EPA), **and/or** does the application discuss explicit coordination with Project Safe Neighborhoods (DOJ), Drug-Free Communities (ONDCP/OJJDP), the Substance Abuse and Mental Health Services Administration (SAMHSA), or the State Department of Corrections and/or Juvenile Justice Agency in the implementation of the Serious and Violent Offender Reentry Initiative (SVORI) funded in their state? 2 points
- 4) Does the application provide for a full-time coordinator funded 100% by reallocation of existing resources other than the Weed and Seed grant? *If yes, applicant must understand that the position must be leveraged for the entire 5-year funding eligibility period.* 2 points
- 5) Is this an **unfunded** site that received Official Recognition during a cycle prior to the issuance of the 2004 Official Recognition Guidelines? 1 point
- 6) Does the applicant identify and discuss an operational Safe Haven? 1 point
- 7) Does the application identify leveraged funding sources at a level five times (totaling no less than \$875,000) the CCDO core funding contribution? 1 point
- 8) Is the site in a rural or federally recognized American Indian/Alaskan Native tribal area? *The site must be clearly identified as such in the "Background" section of the Site Summary attachment.* 1 point
- 9) Is the designated area in the application in one of the top 300 Uniform Crime Reports (UCR) **rated** cities? 3 points

## Award Amount

Unless otherwise noted, Competitive sites may apply for a total of \$175,000, of which at least 50 percent (\$87,500) must be used for “weeding,” including community policing.

## List of Sites Approved to Apply for FY 2005 Competitive Funding

Category I consists of current, unfunded sites as well as 2005 brand new sites that have received the required Official Recognition Verification visit and have been granted Official Recognition by CCDO. Category II consists of potential sites whose Official Recognition status is still pending. These potential sites need to receive the required Official Recognition Verification visit.

### Category I - Official Recognition Finalized

Please note that the Site ID number is merely a randomly assigned identifier.

State	City or County	Site Name	Site ID
AZ	Glendale	Orchard Glen	456
CA	San Francisco	Hunter's Point	507
CA	Oxnard	Southend	433
CA	San Francisco	Visitacion Valley	506
CA	Santa Paula	Las Piedras	333
CT	Willimantic	Willimantic	513
FL	Belle Glade	Southwest Belle Glade	545
FL	Clearwater	Clearwater	481
FL	Collier City	Collier City	424
FL	Palatka	Palatka	514
HI	Honolulu	Ewa	379
HI	Honolulu	Kalihi/Palama/Chinatown	487
HI	Honolulu	Pahoa/Kaohe Homest	518
KS	Kansas City	Kansas City	520
LA	Monroe	Lamyville/Renwich	460
MA	N. Dorchester	Washington Street Corridor	521
MN	St. Paul	Summit University Expansion	473
MO	St. Joseph	St. Joseph	436
MS	Greenville	Leland Neighborhood	492
NC	High Point	Expanded Core City	525
NJ	Irvington	Irvington	548
NV	Reno	Southeast	526
NY	Albany	Albany Expansion	527
NY	Roosevelt	Uniondale	552
NY	Schenectady	Southend	528
NY	Yonkers	3 <sup>rd</sup> Precinct	553
NY	Wyandanch	Straight Path Corridor	529
OH	Toledo	Toledo West	530
OK	Oklahoma City	Classen Ten Penn	536
PA	Bristol	Bristol	546
TN	Kingsport	Kingsport	543
TX	Dallas	West Dallas	540
TX	Fort Worth	Near Southeast	413
TX	Laredo	Laredo	414
TX	Marlin	Central South	539
TX	Port Arthur	Port Arthur	428
VA	Newport News	Newport News	452

State	City or County	Site Name	Site ID
VI	St. Thomas	Estate Bovoni/Tutu Hi-Rise	541
WV	Wheeling	Wheeling Island	454

**Category II: Pending Official Recognition Status** - Official Recognition must be finalized by the September 15th deadline in order for these applicants to be considered in the funding competition.

State	City or County	Site Name	Site ID
AK	Anchorage	Mountain View	558
AZ	Winslow	Southwest Navajo Nation	559
CA	Modesto	Southwest/Paradise South	560
CA	Oakland	East Oakland-Elmhurst District	561
CA	Salinas	East Salinas	562
CT	Hartford	Upper Albany/Clay-Arsenal	563
DC	Washington	Columbia Heights/Petworth/Parkview	564
DE	Wilmington	Price's Run Neighborhood	565
FL	St. Augustine	West Augustine Community	566
IN	Gary	University Park/Glen Neighborhood	567
KY	Louisville	Newburg	568
MD	Silver Spring	NW Park/Oakview Community	569
MO	St. Louis	Hamilton Heights/West	570
NC	Statesville	South Statesville	571
NJ	Millville	Center City	572
NY	Poughkeepsie	North-Side	573
PA	Philadelphia	26th District	574
SC	Rockhill	Urban Rock Hill	575
TN	Humboldt	Central City	576
TX	Austin	Central East	579
TX	Dallas	Ferguson Road Initiative - "2-Points"	577
TX	Dallas	Pleasant Grove	578

# FY 2005 PROGRAM GUIDANCE

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## New Policies

- I. **Funding for Sites with Expiring Official Recognition (OR) Designation.** FY 2005 will be the final year of funding eligibility for Weed and Seed sites that obtained OR on or before May 31, 2001, regardless of the number of awards received. OR is valid for five calendar years from the date it is given. As stated in the past, this does not guarantee that a site will receive five grant awards during the OR period.
- II. **Number of Awards.** CCDO will allow one Weed and Seed grant award per site per Federal fiscal year, as required by OJP's Office of the Comptroller.
- III. **Funding Policy Beginning Next Year.** There will be no Continuation Groups A and B beginning in FY 2006. All eligible sites will be invited to apply at the same time, and all grants will be awarded by the end of the Federal fiscal year (September 30, 2006). Sites will be eligible to apply during the FY 2006 funding cycle **only** if all of the following criteria are met:
- The site received OR after May 31, 2001.
  - The site previously did not receive an award during FY 2006.
  - The site is in good financial standing with a low unobligated balance of funds.
  - The site is in good programmatic standing.
- IV. **Changes to the OR Policy.** As initiated in FY 2004, all new OR designations have the same effective date of June 1. In addition, CCDO will accept OR applications for **new site designation only**. Applications will not be accepted for expansion sites. If you are a community with an expired or current Officially Recognized Weed and Seed site, you may only submit an application for a new geographic area in your jurisdiction. This new area may share only one border (i.e., street or avenue) with the designated area of an existing or expired site.
- If a jurisdiction with an expiring site is interested in pursuing OR for a **new area**, it will be required to submit a Letter of Intent to develop an OR application no later than August 31, 2005. The completed OR application must be submitted to the U.S. Attorney's Office (USAO) by October 15, 2005 (Postmark Date). This will give your USAO enough time to review your application, discuss any matters related to the application with you, and sign the cover letter that must accompany the final application. The final application must be e-mailed (with a copy emailed to your US Attorney contact) in \*.rtf, \*.txt, or MS Word files to CCDO by October 31, 2005 (an email address will be provided in the 2005 OR Guidelines). A cover letter from the local U.S. Attorney endorsing the strategy must be mailed to the CCDO Director by October 31, 2005 (Postmark Date).
- For a new OR designation, jurisdictions must have resolved any applicable audit findings by the Office of the Comptroller for former sites. Subsequent requests for changes to the approved OR strategy and designated area need to be submitted by the Weed and Seed Steering Committee to CCDO for approval by the Director.
- V. **Additional Requirement Specific to Measuring Sustainability.** In order for CCDO to assess Weed and Seed sites' leveraging and sustainability efforts during their five-year strategy implementation, Weed and Seed funding applicants are required to identify other funding sources at a level five times the CCDO core funding contribution. "Other funding" is defined as coordinated and leveraged public or private funds coming into the jurisdiction--not limited to the Weed and Seed fiscal agent--that are directed, in whole or in part, towards the Weed and Seed designated area(s). By the end of the five-year funding eligibility period, leveraged funding

should equal or exceed \$875,000 (\$175,000 x 5). Competitive sites that are able to **identify** five times the Weed and Seed core funding contribution in their first-year applications will receive an additional point toward the weighted criteria. The other funding sources and amounts need to be clearly listed and discussed in the Program Narrative, Section G: Sustaining Your Weed and Seed Strategy (see page 17). ***Note:** This is the same information that sites are required to discuss as “Funding Support” under the Scope of Work for each component, as well as on the Government Performance and Results Act (GPRA) forms each year under Section J: Coordinated and Leverage Non-CCDO Weed and Seed Resources.*

- VI. **Additional Criterion for Rural and American Indian/Alaskan Native Sites.** Competitive sites that are in rural or federally recognized American Indian/Alaskan Native tribal areas will receive an additional point toward the weighted criteria. With the exception of areas defined as rural, target areas located within incorporated cities or townships must have a minimum population of 3,000. According to official U.S. Census Bureau definitions, rural areas comprise open country and settlements with fewer than 2,500 residents. For the purposes of Weed and Seed designation this would include counties that are completely rural or less than 2,500 urban population whether adjacent or not to a Metro Area. Applicable Competitive sites must clearly identify themselves as rural or American Indian/Alaskan Native in the “Background” section of the Site Summary (see page 18) in order for CCDO to make an assessment to assign this additional point.

## Continuing Policies

- I. U.S. Attorneys are requested to coordinate Project Safe Neighborhoods (PSN) and Weed and Seed efforts to the fullest extent possible. For example, the crime analysis done for PSN should inform the law enforcement strategy for Weed and Seed sites; and the coordination and community outreach structures for Weed and Seed should be used as a platform to advance PSN.
- II. CCDO requires that each site have an overall Weed and Seed Coordinator and strongly recommends that the coordinator be a full-time position, to be funded through reallocation of existing site resources and/or CCDO grant funds. For sustainability purposes, it will be necessary that prior to the conclusion of the grant period, this position be supported via resources other than the Weed and Seed grant.
- III. A background check is required for all Weed and Seed site coordinators. In addition, the U.S. Attorney must give approval of a candidate for the site coordinator position before he/she may be hired. A list of final candidates for the coordinator position must be delivered to the U.S. Attorney 15 days before the hiring decision is made.
- IV. The outcome measures that sites use should focus on the **results** (“outcomes”) the site intends to achieve and how the achievement of each result will be measured.
- V. **Site Development Benchmarks.** A successful and sustainable Weed and Seed initiative achieves certain goals by the end of each year. From its experience with these initiatives and with input from the field, CCDO has documented these benchmarks to show sites the level at which they should be performing on an annual basis. The benchmarks are broken out by year, for a 5-year period. **Each site is expected to clearly delineate achievement of these benchmarks in the Semi-Annual Progress Reports.** CCDO will review a site's progress towards successfully attaining each benchmark for the applicable year. A copy of the Benchmarks document is included in the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm).



- VI. All sites are required to have Internet capability to be able to apply for grant funds through OJP, facilitate communication with CCDO, and support other site activities, and may use their grant funds for this purpose. Sites that do not have an Internet account established can contact the GMS Hotline at (888) 549-9901 for assistance in creating an account.
- VII. Applicants are encouraged to invest Weed and Seed funds in the improvement of their crime analysis and resource mapping capacity.
- VIII. Sites that do not submit the following with their FY 2005 funding application will need to do so within 90 days of acceptance of the FY 2005 award by the grantee:
- **Steering Committee Policies and Procedures (OJP has designated this term to replace the old term “bylaws.”)** The site’s Steering Committee is **required** to adopt policies and procedures for its operations. Examples can be obtained by calling your CCDO program manager at (202) 616-1152.
  - **Mini-grants (Sub-grants) Procedures. Sites intending to award mini-grants (sub-grants) must ensure that those mini-grant awards will be made for criminal justice purposes. Mini-grants made for anything other than criminal justice purposes will be deemed unallowable expenses.** "Criminal justice" is defined as "activities pertaining to crime prevention, control, or reduction, or the enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime or to apprehend criminals, including juveniles, activities of courts having criminal jurisdiction, and related agencies (including but not limited to prosecutorial and defender services, juvenile delinquency agencies and pretrial service or release agencies), activities of corrections, probation, or parole authorities and related agencies assisting in the rehabilitation, supervision, and care of criminal offenders, and programs relating to the prevention, control, or reduction of narcotic addiction and juvenile delinquency."

All sites are required to provide documentation of the procedures for award and management to be used in the mini-grant process. The procedures must include a clear description of the award process, the areas (not necessarily the recipients) included, and the specific activities that the awards will fund. Primary recipients must comply with the requirements of the OJP Financial Guide. Sub-recipients must comply with State laws and procedures (if applicable), OMB Circulars, and Government-wide common rules specific to the organization type.

## Safe Havens

A Safe Haven is a multi-service center where a variety of youth and adult services are coordinated in a highly visible, accessible facility that is secure against crime and illegal drug activity. Since Safe Havens are a key element of the Weed and Seed strategy, all sites are encouraged to have at least one Safe Haven. Sites must locate the Safe Haven(s) within the designated Weed and Seed area, or request and justify an exception as part of the grant application; if an exception is granted, the site’s CCDO program manager will provide the site with the related accounting requirements. For additional guidance on Safe Havens, see the *Weed and Seed Implementation Manual*, which can be downloaded from [www.ojp.usdoj.gov/ccdo/publications.htm](http://www.ojp.usdoj.gov/ccdo/publications.htm).

## Background Screening Requirement for Staff Working with Children (including Site Coordinators)

Screening of people working with children is an important element of managing a Safe Haven and other youth-focused activities and is required by a special condition of the Weed and Seed grant. Sites must develop written protocols to screen all staff that work with children, including the site coordinator.

Guidance on developing and implementing background screening protocols can be found in the Weed and Seed memorandum dated November 5, 2002. Additional guidance also can be found in the Weed and Seed memorandum dated December 30, 2003, "Guidelines for the evaluation of information obtained in state and national criminal background checks on employees and volunteers who work with or have responsibilities over children, the elderly, and individuals with disabilities at Weed and Seed Sites," located in the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm). Also reference "Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities in Need of Support," published by the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in April 1988, NCJ 167248, which can be requested from OJJDP's Clearinghouse by calling (800) 638-8736.

## Accessing Technical Assistance (TA) and Training

Technical assistance and training are designed to equip Weed and Seed sites with the tools to enhance the work they are doing on their strategies and to strengthen their communities. Technical assistance and training for a site can be funded in one or more of the following ways:

- **Weed and Seed grant funds.** Each FY 2005 Weed and Seed can budget up to a **maximum** of \$7,500 in grant funds for travel to CCDO-sponsored conferences and training. Sites should seek prior approval from their program manager prior to any other use of these funds.
- **Site-driven.** Sites can submit a written TA request asking CCDO to pay for site participant attendance at appropriate off-site training courses, as well as for on-site technical assistance or training. The request is reviewed by the applicable CCDO program manager and forwarded to the CCDO director for final review and approval.

Further information about Weed and Seed technical assistance and training can be accessed at [www.ojp.usdoj.gov/ccdo/assistance.htm](http://www.ojp.usdoj.gov/ccdo/assistance.htm). Sites also should take advantage of training supported by other Federal grants; e.g., the training provided by the Regional Community Policing Institutes supported by the DOJ COPS Office (visit the "Training" link at the COPS web site: <http://www.cops.usdoj.gov/>)

## Evaluation

**National Evaluation.** Sites must agree to cooperate with any local or national evaluation under the auspices of DOJ during the course of the grant period.

**Local Evaluation.** Sites are expected to perform the local evaluation required by earlier grant awards.

Weed and Seed funding for local evaluations is available to Continuation sites as a Special Emphasis Initiative option. Competitive sites are not eligible for Special Emphasis funding.

All sites are encouraged to develop an arrangement with an academic or analytic partner to analyze their crime problems and evaluate the site's strategy and programs. At a minimum, each site must have in place a plan to measure the success of its strategy and programs.

Technical assistance can be requested by sites under the site-driven technical assistance system to help plan for these local evaluations.

In addition, sites may call upon their state's Statistical Analysis Center (SAC) for assistance. The Justice Research and Statistics Association (202-842-9330) can help connect sites with their SAC.

**Other Resources for Local Evaluation.**

*Evaluating a Weed and Seed Strategy* (NCJ 191723). A step-by-step approach to a comprehensive local Weed and Seed evaluation. Available in .pdf and text formats at [www.ojp.usdoj.gov/ccdo/publications.htm](http://www.ojp.usdoj.gov/ccdo/publications.htm).

Guidance on local evaluation also can be obtained from the OJP Bureau of Justice Assistance Evaluation Website: [www.bja.evaluationwebsite.org](http://www.bja.evaluationwebsite.org).

# FUNDING CRITERIA

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## Limit on Funding per Jurisdiction

CCDO has a limit on funding equal to 3 Federal Weed and Seed-funded sites (\$675,000) per city or county within a given fiscal year. If a city includes counties, the limit applies to the city; if a city has a population of over 5 million, the limit is 4 Federal Weed and Seed-funded sites. Other sites within the jurisdiction may have Official Recognition status.

Funded sites have the option to share resources with unfunded, Officially Recognized sites. However they can do so **only** during a Weed and Seed open solicitation period. A site wishing to share resources must obtain approval from their CCDO program manager prior to submitting the grant application. Upon approval, the funded site's application budget must reflect the allocated amount for the unfunded site.

## Period of Award

The period of all awards issued under this application kit will be 12 months.

## Use of Grant Funds

**Travel-to-Training Funds.** In keeping with OJP's effort to reduce the amount of Federal funds used for travel-to-training purposes, CCDO has set \$7,500 as the **maximum** amount of CCDO grant funds that sites can budget for travel purposes.

**Weeding Funds.** At least 50 percent of the "total award" (e.g., at least \$87,500 of \$175,000) must be used to support weeding activities, which may include community policing activities. Fund use should support the officially recognized weed strategy. **Although 50 percent of the total award must be designated for law enforcement/community policing purposes, the applicant should not allocate the entire 50 percent to law enforcement overtime, but instead provide primarily innovative and creative programs and activities as weeding efforts.**

**Sample Law Enforcement/Community Policing Budget Items.** The following are examples of types of expenditures sites can consider when developing their law enforcement/community policing budgets.

**NOTE: These are examples only. Sites are expected to budget appropriate items necessary for the implementation of their law enforcement/community policing strategies.**

- Dual & tri band radios or 800mhz radios that would allow departments to use one radio system.
- Communications equipment that would link channels and bands of all first-responders' radio frequencies.
- Audio and video for undercover work, which can include body wires, microphones, tape recorders, still/digital cameras, and video cameras.
- Vision enhancement binoculars - standard and long range night vision equipment.
- Global Positioning Systems (GPS) tracking equipment for vehicle surveillance.
- 911 Gunfire alert systems.
- Radar trailers.
- Bicycles and related equipment and uniforms.
- Vehicle rentals for short term undercover assignments/surveillance.
- Computers and software.
- Crime mapping equipment and software.
- Any supplies or other equipment directly related to the W/S site.
- Training for use of any of the equipment purchased.
- Law enforcement training that would enhance the efficiency and effectiveness of the officers assigned to the W/S initiative.
- Developing and printing a resource guide for Weed and Seed site residents that provides information on resources and agencies available to help with law enforcement and related Weed and Seed issues.

- Overtime for officers.
- Expenditures needed to deal with threats to the safety of Weed and Seed partners.

**Limit on Overtime Payments.** Weed and Seed program policy limits maximum reimbursement for overtime to law enforcement officers employed by state and local agencies at a rate equivalent to \$11,939 (25 percent of a GS-10, Step 1) **per officer**, per year. This limit on reimbursement does not affect the actual pay rate set by the parent agency for its state/local officers: the parent agency should still pay officers at its own rate, whether or not the Federal reimbursement covers the full amount.

**Geographic Extent of Weed and Seed Joint Operations.** Law enforcement activities eligible for funding under the Weed and Seed program extend to:

"1) any felony or misdemeanor relating to distributing or possessing drugs and/or firearms (or aiding/abetting or causing thereof) within the confines of the Weed and Seed area, or involving a conspiracy to sell or possess drugs and/or firearms; or 2) the commission of any other felony offenses within the Weed and Seed area [including] any such cases which occur outside the Weed and Seed area which directly impact the area or have a significant nexus thereto." [Memorandum dated 8/5/92 from the Deputy Attorney General to U.S. Attorneys for Weed and Seed Sites].

**Previously Awarded Asset Forfeiture Funds (AFF) Budget Revisions.** Proposed AFF budget revisions should be faxed to CCDO for review (Fax number: 202-616-1159, ATTN: Alexander Schneider). Proposed budget modifications should be the product of coordination among the local law enforcement agency, the Federal law enforcement agency partner(s), and the U.S. Attorney's Office. **AFF budget modification requests must be coordinated with the U.S. Attorney's Office and contain a statement to that effect.** CCDO will issue a budget modification response and will notify affected parties. Also see "Frequently Asked Questions about Asset Forfeiture" at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm).

**Safe Haven Van Purchase/Lease.** Generally, lease of a van is preferable to purchase. Case-by-case review will be given to requests for grant funds for purchase of a van for use in conjunction with a safe haven.

## Unallowable Costs

Grant funds will not be approved for the following:

- ▶ Purchase of police patrol cars or community policing vans.
- ▶ Guns (including gun buy-backs) or ammunition.
- ▶ Canines and any canine-related expenses.
- ▶ Construction, renovations, demolitions, repairs of any kind, or any related materials.
- ▶ Playground equipment.
- ▶ Mini-grants (sub-grants) that are not for criminal justice purposes (see "Mini-grants Procedures" on page 10).
- ▶ Incentives, stipends, or gifts.
- ▶ Monetary awards.
- ▶ Scholarships.
- ▶ Staff bus passes.
- ▶ Staff mileage/transportation between home and the workplace.
- ▶ Indirect costs, as all costs must be charged directly.

## Revision of Grant Budgets

Any proposed revision to the FY 2005 grant award must be accompanied by relevant excerpts from the Steering Committee minutes and the Steering Committee Chairperson's signature before CCDO can grant approval to the proposed revision.

# APPLICATION PROCESS

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The Catalog of Federal Domestic Assistance (CFDA) number for the Weed and Seed program is 16.595.

## 1. Application for Federal Assistance (SF-424)

When you are completing the Overview information in GMS, you are completing the information required to populate the SF-424, Application for Federal Assistance. You must ensure that all data fields are filled. The Catalog of Federal Domestic Assistance number for the Weed and Seed program is 16.595. The Federal cognizant audit agency and fiscal year of the applicant organization should be listed in block 11 of the form. Applicants must ensure that the information for the authorizing official and alternate contact are filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of your agency. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

"Step 3: Complete the Overview Information" of the Application Process instructions above provides assistance for completing this information in GMS. Additional instructions for completing the SF-424 can be found at <http://www.ojp.usdoj.gov/forms.htm>.

## 2. Program Narrative Attachments

The Program Narrative consists of the following seven sections, all of which must be attached in GMS as one file.

### Program Narrative Format

- A. Management Structure**
  - 1. Role and Responsibility of Fiscal Agency
  - 2. Role and Responsibility of Steering Committee
  - 3. Organizational Chart
  - 4. Policy and Procedure Governing Funding Decisions
- B. Nature and Extent of the Problem**
  - 1. Overview of Drug and Violent Crime Activity
  - 2. Resource Needs and Gaps in Service
    - a. Law Enforcement
    - b. Community Oriented Policing
    - c. Prevention/Intervention/Treatment
    - d. Neighborhood Restoration
- C. Scope of Work for the Next 12 Months**
  - 1. Official Recognition Strategy Implementation Stage
  - 2. Law Enforcement
    - a. Strategy Summary
    - b. Goal(s)
    - c. Objective(s)
    - d. Activity/Task/Project(s)
    - e. Implementation Plan
    - f. Outcome Measure(s)
    - g. Funding Support

3. Community Oriented Policing (replicate a-g)
4. Prevention/Intervention/Treatment (replicate a-g)
5. Neighborhood Restoration (replicate a-g)

See grid format example for section C in the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm).

- D. **The Federal Role** - Provide a brief narrative describing the activities the US Attorney's Office and other Federal agencies will lead or participate in.
- E. **Coordination**
  1. Current Collaborations
  2. Steering Committee Members
    - a. Member Name and/or Agency Represented
      1. Contribution
- F. **Evaluation** - Describe methods to be used for reporting, monitoring, and assessing the strategy. Focus on the **results** ("outcomes") you intend to achieve and how the achievement of each result will be measured.
- G. **Sustaining Your Weed and Seed Strategy** - Applicants are required to include a statement describing in detail their capacity to continue the strategy after Weed and Seed funds are no longer available. In addition, Weed and Seed funding applicants are required to discuss other funding sources at a level five times the CCDO core funding contribution. By the end of the five-year funding eligibility period, leveraged funding should equal or exceed \$875,000 (\$175,000 x5).

### 3. Budget Detail Worksheet and Budget Narrative Attachment

**Important:** The OMB-approved Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice. However, all required information must be provided. The Budget Detail Worksheet form can be downloaded from <http://www.ojp.usdoj.gov/forms.htm>.

The *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm) contains a Sample Weed and Seed Budget Detail Worksheet and Sample Weed and Seed Budget Narrative.

#### 4. Other Program Attachments

You should attach one file that contains the following:

- A. **Site Summary.** Each main heading of the Site Summary should be all caps, bold and underlined. Subtitles should be all caps, bold, in italics. Please try to use 12 pt. Times New Roman font. The summary should be organized as follows:
1. Site Name, City, County, and State
  2. Background:
    - When the site was initiated and received Official Recognition
    - Description of the Designated (Target) Area: **SPECIFY THE COUNTY AND CITY/TOWN IN WHICH THE SITE IS LOCATED, AND SPECIFY WHETHER THE SITE'S LOCATION IS A RURAL AREA OR FEDERALLY RECOGNIZED AMERICAN INDIAN/ALASKAN NATIVE TRIBAL AREA;** also include street names, census tracts, and any other identifier such as police district, etc.
    - Whether and how the initial designated area has been expanded
    - Organizational Structure (describe Steering Committee and Subcommittees)
  3. Overall Strategy Goals for each component:
    - Law Enforcement
    - Community Policing
    - Prevention/Intervention/Treatment (*including Safe Haven name(s), location(s), and programs*)
    - Neighborhood Restoration
  4. Special Emphasis Initiatives and/or Other Federally-Funded Programs
  5. Evaluations Completed or Underway/Evaluation Plans
- B. **National Directory Update**

#### 5. OJP Assurances and Certifications

Completing the on-line SF-424 includes acceptance of standard and statutory assurances. The authorizing official must review the Assurances and Certifications forms in their entirety. The authorizing official does not need to submit signed hard copies of these forms to CCDO. Click to "sign off" on these on the GMS application. Assurances and Certifications are further discussed under the **Administrative Provisions** section.

6. **Letter of Commitment and other required documentation.** Be sure to fax the following documents to the GMS RightFax Line:

- A. Signed U.S. Attorney Letter of Commitment
- B. Signed Letter of Non-supplanting
- C. Government Performance and Results Act (GPRA) Forms.
- D. A map depicting the street boundaries of the designated area(s) (no larger than 8 ½ inch x 11 inch paper size); a description in words of the street boundaries of the site; and a list of the Census Tract(s) of the designated Weed and Seed area(s).
- E. Completed/signed Accounting System and Financial Capability Questionnaire, if applicable. **This form is required of all new non-profit organization applicants that have no prior grants with any offices/bureaus within the Office of Justice Programs.** (download form from [www.ojp.usdoj.gov/forms.htm](http://www.ojp.usdoj.gov/forms.htm))
- F. Signed Confidential Funds Certification, if applicable (see sample in the OJP Financial Guide, Chapter 8: Confidential Funds, at [www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#conffundscert](http://www.ojp.usdoj.gov/FinGuide/part3-ch8.htm#conffundscert)).



# ADMINISTRATIVE PROVISIONS

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## Performance Measurement

The information provided within the **Part 1 – Grantee Site Characteristics and Activity Data Report - Government Performance and Results Act (GPRA)** requires timely and accurate reporting of actual data. The data provided by the grantee will be used by the Community Capacity Development Office (CCDO) to meet and comply with GPRA, Public Law 103-62 requirements. Most importantly, the data provided in supplement “Section H - Law Enforcement/Prosecution Information,” will ultimately be used by the CCDO to support the Department of Justice’s outcome of measuring the “Percent reduction in the homicide rate.” To ensure accountability of the data collected, performance measures are included in the annual GPRA forms.

Program Objectives	Performance Measures
<b><u>WEED</u></b>  Goal #1: Enable communities to reduce violent and drug crime.  Obj #1: Enable communities to assess needs and capacity to address crime.  Obj #2: Assist communities in forming collaborative law enforcement partnerships.  Obj #3: Identify effective law enforcement practices to enhance community safety.  Obj #4: Enable communities to mobilize residents against crime and drugs.  Obj #5: Identify effective prosecution strategies to suppress crime.	  Outcome: Reduction of homicides per site.  Output: Percentage of sites including a multi-jurisdictional task force.  Output: Percentage of sites that have a prosecutor dedicated to trying firearms cases.  Output: Number of drug arrests.  Output: Number of sites using the following policing activities: foot/bike patrols, substations, crime watch, and participation in community meetings.

<p><b><u>SEED</u></b></p> <p>Goal #2: Strengthen community capacity to increase the quality of life.</p> <p>Obj #1: Enable communities to assess prevention, treatment, &amp; infrastructure needs.</p> <p>Obj #2: Promote models to enable communities to effectively address risk and protective factors.</p> <p>Obj # 3: Promote approaches to enhance effective and culturally relevant, prevention, intervention, treatment, and aftercare programs and capacity.</p> <p>Obj #4: Promote effective neighborhood restoration and economic development efforts to revitalize family and community economic stability.</p>	<p>Output: Number of faith-based partnerships.</p> <p>Output: Number of sites receiving technical assistance on prevention, intervention, and treatment initiatives.</p>
<p><b><u>SUSTAIN</u></b></p> <p>Goal #3: Promote long-term community health and resilience.</p> <p>Obj #1: Provide knowledge of best practices to enable communities to sustain site organizational, program, and structural integrity.</p> <p>Obj # 2: Identify best practices to enable sites to leverage local resources.</p> <p>Obj #3: Enhance community capacity to utilize effective problem solving strategies to address compelling community needs.</p> <p>Obj #4: Enhance the capacity to document and communicate successful outcomes and key learning, internally and externally.</p>	<p>Output: Number of sites that have found other sources of funding.</p> <p>Output: Number of sites that have conducted a local evaluation.</p> <p>Output: Number of sites receiving technical assistance on sustainability.</p>

## Grantee Reporting Requirements

- ▶ To ensure compliance with the Government Performance and Results Act (GPRA) as specified above, **each year ALL funded Weed and Seed sites—even if not submitting a funding application in a given year—are required to collect and report data which measures the results of the programs implemented with this grant.** The FY 2005 data collection forms for GPRA have been revised to include new data elements (see GPRA Forms at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm)). The U.S. Attorney's Office will track specified Federal law enforcement data. The grantee will track the specified state and local law enforcement data and the other GPRA data elements. **Awards will be delayed and funding draw-downs will be withheld if a site fails to submit its GPRA report.**
- ▶ **Financial Status Report:** Financial status reports (SF 269-A) are due within 45 days following the end of each calendar quarter. A report must be submitted every quarter for each active award, even if there has been no financial activity during the reporting period. The final report is due within 120 days after the end date of the award. Financial status reports must be filed on line through the internet at <http://grants.ojp.usdoj.gov>. For general information concerning on-line filing of SF 269 reports, go to [www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc) or contact the OJP Office of the Comptroller, Customer Service Center by phone at 1-800-458-0786 (at option 2) or by e-mail at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov). Awards will be delayed and funding draw-downs will be withheld if financial status reports are delinquent.
- ▶ **Semi-Annual Progress Report:** Recipients of funding are required to submit an initial and then semi-annual progress report. The progress reports describe activities during the reporting period and the status or accomplishment of objectives as set forth in the site's overall Weed and Seed strategy and the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. A final report providing a summary of progress toward achieving the goals and objectives of the award, significant results, and any products developed under the award is due 120 days after the end date of the award. Progress reports should be filed on line through the Grants Management System at <http://grants.ojp.usdoj.gov>.
- ▶ **Single Audit Report:** Recipients who expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. The audit report is due to the Federal Audit Clearinghouse nine months after the end of the recipient's fiscal year.

**Note:** The expended threshold was \$300,000 for fiscal years ending by or prior to December 31, 2003.

**NOTE:** Awards will be delayed and funds will be withheld until the above-referenced reports are submitted.

## Suspension or Termination of Funding

The Office of Justice Programs may suspend funding in whole or in part, terminate funding, or impose other sanctions on a recipient for the following reasons:

- ▶ Failure to comply substantially with the requirements or statutory objectives of the Weed and Seed Program and guidelines issued thereunder, or other provisions of Federal law.
- ▶ Failure to make satisfactory progress toward the goals or strategies set forth in this application.
- ▶ Failure to adhere to the requirements in the agreement, standard conditions, or special conditions.

Some examples of actions that may result in sanctions include:

- ▶ Implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- ▶ Filing a false certification in an application, other report, or document.
- ▶ Withdrawal of commitment by the US Attorney.
- ▶ Other good cause shown.

Before imposing sanctions, the Office of Justice Programs will provide reasonable notice to the recipient of its intent to impose sanctions and will attempt to resolve the problem informally. Hearing and appeal procedures will follow those in Department of Justice regulations codified at 28 CFR Part 18.

## **Supplanting Prohibition**

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) non-Federal funds which have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties. A sample Letter of Non-Supplanting is included in the *Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants* at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm).

## **Coordination of Federal Efforts**

A description of coordination is required as part of the Program Narrative.

## **Assurances**

The GMS submission includes acceptance of a list of assurances that the applicant, by signing the SF-424, assures that it will comply with the requirements contained in the assurances in order to receive Federal funds under this program.

## **Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements**

The GMS submission includes—by signing the SF-424—the grantee’s acceptance of the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements.

## **Anti-Lobbying Act**

The Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or

indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

## **Single Point of Contact Review**

Executive Order 12372 requires applicants from state and local units of government or other organizations providing services within a state to submit a copy of the application to the State Single Point of Contact (SPOC), if one exists, and if this program has been selected for review by the state. Applicants must contact their state SPOC to determine if the program has been selected for state review. The date that the application was sent to the SPOC to or the reason such submission is not required should be entered in block 16 on the *Application for Federal Assistance*, SF-424. SPOCs are posted on the OJP website: [www.ojp.usdoj.gov/state.htm](http://www.ojp.usdoj.gov/state.htm).

## **Faith-Based and Community Organizations**

Consistent with President Bush's [Executive Order 13279](#) signed on December 12, 2002, and consistent with DOJ regulations, 28 CFR Part 38, the following guidance has been issued by OJP:

It is OJP policy that applications are invited from faith-based and community organizations, that they are encouraged to apply on the same basis as all other applicants, that no person or organization who is eligible to apply for a grant may be discriminated against on the basis of religion, religious name, or religious composition of its board or persons working in the organization, and that religious organizations will be treated on an equal basis as other non-religious organizations in all grant determinations and grant administration.

Grant recipients will not be discriminated against because they are primarily religious, will not be required to remove religious provisions in their chartering documents, and will not be required to change the composition of their boards because someone on the board is religious or remove religious names, icons or symbols from their buildings. The ultimate beneficiaries of programs administered by any grantee will not be subject to religious coercion or be discriminated against on the basis of their religion.

The activities of faith-based and community organizations must, of course, continue to conform to the principles and limitations articulated by the Supreme Court: if a faith-based or community organization elects to conduct inherently religious activities such as worship, prayer, or proselytization, these activities must be separated from the government-funded program by time, location, or both, and they must be offered to beneficiaries only on a voluntary basis.

Nothing in Executive Order 13279, or OJP's implementation of it, changes the underlying requirements or programmatic characteristics of any OJP program based on a statutory requirement or restriction.

## **Civil Rights Compliance**

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office of Civil Rights of the Office of Justice Programs. Applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

## Services to Limited-English-Proficient (LEP) Persons

Recipients of Office of Justice Programs (OJP) financial assistance are required to comply with several Federal civil rights laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. *Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.*

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), by contacting OJP's Office for Civil Rights at (202) 307-0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, NW., 8<sup>th</sup> Floor, Washington, D.C. 20531.

## Human Subjects Research and Confidentiality Compliance

Grantees will be required to comply with 28 CFR Parts 22 and 46. The applicant should indicate whether activities proposed in the application include research that may involve human subjects, as defined in 28 CFR Part 46. The DOJ is a signatory to the Federal policy on protection of human subjects of research, the "Common Rule." DOJ's incorporation of the Common Rule is set forth in 28 CFR Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures are to be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR Part 46.101(b)(1).

## Information Technology (IT)

**The OJP encourages information sharing to enable interoperability between all justice agencies and across Federal, state, and local jurisdictional boundaries.** IT systems include automated information systems used by each of the justice system components (law enforcement, courts, prosecution, defense, corrections, probation and parole) in their internal day-to-day business and in communicating with each other. To support state and local justice integration and interoperability of these systems, OJP asked each Governor to designate a "point of contact" to provide information on IT plans to facilitate coordination among state and local agencies. State and local recipients of awards that will be used in whole or in part for information systems may be required by the awarding OJP Bureau to communicate with this point of contact about their information technology plans. By increasing state and local communication, when planning and implementing information technology, OJP funds are intended to be used to support interoperable, rather than isolated, information systems. The name and address of your State Information Technology Point of Contact can be obtained by calling the OJP customer service line at 1-800-458-0786, or on the OJP web page at [www.ojp.usdoj.gov/iti/states.htm](http://www.ojp.usdoj.gov/iti/states.htm).

**The following Training and Supplemental Materials for 2005 Weed and Seed Competitive Funding Applicants are on the web at [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm)**

- A. Using the Grants Management System
- B. Program Narrative Instructions and Examples
- C. Sample Budget Detail Worksheet
- D. Sample Budget Narrative
- E. National Directory Update
- F. Sample Letter of Non-Supplanting
- G. Site Development Benchmarks
- H. "Guidelines for the evaluation of information obtained in state and national criminal background checks on potential employees and volunteers who may have access to children, the elderly, and individuals with disabilities at Weed and Seed Sites"
- I. GPRA Forms (go to [www.ojp.usdoj.gov/ccdo/funding.htm](http://www.ojp.usdoj.gov/ccdo/funding.htm))

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